

227 N. Fourth Street
Geneva, Illinois 60134
Office: 630-463-3000
Fax: 630-463-3009

Dr. Andrew Barrett
Superintendent of Schools



Community Unit
School District 304

TO: BOARD OF EDUCATION
FROM: DR. ANDY BARRETT, SUPERINTENDENT
DATE: JUNE 16, 2025
RE: FOIA REQUESTS & BOARD CORRESPONDENCE

The following FOIA requests were received:

Mike Vichich
112 South Main Street
Suite B
Ann Arbor, MI 48104

Requested the following records: “Specifically, we are requesting electronic records of all purchase orders issued by the Geneva Community Unit School District 304 from January 1, 2020, through March 31, 2025, across all departments.

For each purchase order, please include:

- Contract number or purchase order number (or comparable identifier such as invoice, check number, or internal ID)
- Purchase date
- Vendor details (name, ID, address, contact person, email address)
- Line item description
- Line item quantity
- Line item price/amount
- Contract start and end dates (if applicable)
- Contract signatory (if available)
- Yes / No for competitive process. If not, please indicate reason

Additional clarifications:

- If vendor names are represented by codes, please provide the vendor list matching those codes.
- Providing raw electronic purchase orders without additional compilation is acceptable if more convenient.
- Electronic records are preferred, without copying, scanning, or printing.
- If this request has reached the wrong department, please forward it to the appropriate individual and inform me of their contact information.

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- Should you deny any part of this request, please specify your reasoning clearly, citing relevant exemptions under Illinois Freedom of Information Act (5 ILCS 140), and release any segregable, non-exempt portions.”

This FOIA request was received 5/27/2025, and responded to on 6/3/2025. It took 2 District employees a total of 4 hours (\$176.58) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

Deanna Kellum
630-675-4189
deemk72@soundsgoodpro.com

Requested the following records: “Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am requesting the following public records:

A list of all current job titles within the district’s Transportation Department
The job description for each of these positions
The most recent salary schedule or pay scale applicable to these roles, including any step or tier structures (if applicable)

I would prefer to receive the records in digital format via email, if available. If any part of this request is unclear or needs to be narrowed to facilitate your response, please let me know.”

This FOIA request was received 5/30/25, and responded to on 6/6/25. It took 2 District employees a total of 90 minutes (\$59.22) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

CT Mills
Public Info Access LLC
esnetworkllc1@gmail.com

Requested the following records: “Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am requesting access to public records in the form of a current staff contact directory for your district. Specifically, I am seeking a list of all school and district-level administrators, including:

Name

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Title/Position

Work Email Address

Work Location (School Name or Central Office)

Please provide this information in electronic format (Excel, CSV, or PDF preferred) if available.

If any clarification is needed, I'm happy to assist. If the records are maintained in a different format, please let me know.

Thank you for your time and assistance."

This FOIA request was received 6/4/2025, and responded to on 6/11/2025. . It took 2 District employees a total of 90 minutes (\$59.22) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

Sarah James

Data Coordination Specialist

Employee Data Analytics

icon www.employeeanalytics.org/

icon sarah@employeeanalytics.org

Requested the following records: "Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I am writing to request access to and a copy of a listing of all Geneva Community Unit SD 304 employees, including their first and last names, email addresses, titles/positions, and primary campus/department locations. If possible, please provide this information in an electronic format such as Excel or .csv to this email address."

This FOIA request was received 6/9/2025, and responded to on 6/13/2025. It took 2 District employees a total of 90 minutes (\$59.22) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

The Board received the following correspondence regarding:

Teacher at Williamsburg Elementary	Dr. Andy Barrett
German Program	Dr. Andy Barrett
PRIDE Month	Sandy Riley & Dr. Andy Barrett
Venture One Project	Information Only

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